

RECRUITMENT ANNOUNCEMENT

Position Title, Series & Grade:

Auditor, 5101, MA 10 to MA 13
(two positions)

Vacancy Number:

03-02b

Salary:

\$28,597 to \$52,304 (includes locality pay)
(Salary adjusted to qualifications)

Opening Date:

September 12, 2003

Area of Consideration:

All Candidates

Closing Date:

November 26, 2003

Duty Station:

Carrollton, Texas

Primary duties of Position:

Audit production, sales, inventory, and financial records of individual milk handlers as well as review the controls and policies that affect the summarization and reporting of data, and make written reports and recommendations based on Order application.

Qualification Requirements:

- Applicants must have received a bachelor's degree in accounting, finance, mathematics, dairy or food science, or agricultural economics with at least nine semester hours in accounting; or, a bachelor's degree in any other field with at least 15 semester hours in accounting.
- Applicants who do not have a degree must have the appropriate semester hours as described above and experience that when combined with the education will equal a 4-year course of study. The experience should have equipped the applicant with the necessary skills and knowledge to perform at the grade level to which appointed.
- In addition to meeting the basic requirements above, candidates for grades MA-13 must have 6 months of professional experience in a field directly related to the position to be filled, or the candidate must have at least 15 semester hours or 18 quarter hours of graduate education. This experience or education must have equipped the candidate with the necessary knowledge and ability to perform fully the work at the position for which he/she is being considered.

Recruitment announcement 03-02b, Auditor

Evaluation Criteria:

Eligible applicants will be evaluated against the following criteria to determine the best qualified.

- Knowledge of accepted accounting principles, practices and procedures.
- Knowledge of audit review policy, practices and procedures.
- Skill in the use of Excel or Lotus spreadsheet software.
- Ability to communicate orally and in writing.

Special Requirements:

- Must be a U. S. Citizen.
- Must be licensed driver with own transportation.
- After completing 18 months of training in Carrollton, Texas, applicant must be willing to relocate to either Lubbock, El Paso, Houston, or San Antonio, Texas.
- Must travel 40 percent of their scheduled tour of duty.

Application Procedures:

Interested persons should contact John Roosa, Southwest Milk Marketing Area, by November 26 2003, at 972/245-6060 and submit Optional Form OF-612, Optional Application for Federal Employment (web site: <http://www.opm.gov/forms/html/of.asp>) **with a** transcript and/or a resume **with a** transcript to: Market Administrator's Office, P. O. Box 110939, Carrollton, Texas 75011-0939.

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